

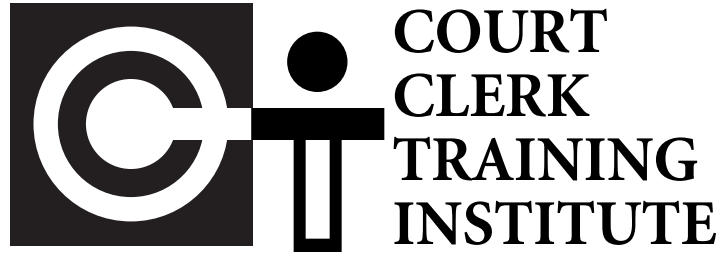
August 16–27, 2004
Sheraton Gateway LAX Hotel
Los Angeles

APPLICATION DEADLINE
JUNE 21, 2004



**ADMINISTRATIVE OFFICE
OF THE COURTS**

EDUCATION DIVISION/CENTER FOR
JUDICIAL EDUCATION AND RESEARCH



ANNOUNCING THE 2004 COURT CLERK TRAINING INSTITUTE

AUGUST 16–27, 2004 • SHERATON GATEWAY LAX HOTEL, LOS ANGELES

The Administrative Office of the Courts, Education Division/Center for Judicial Education and Research (CJER), will hold the 2004 Court Clerk Training Institute (CCTI) at Sheraton Gateway LAX Hotel in Los Angeles beginning on Monday, August 16, continuing for two consecutive one-week cycles, and ending on Friday, August 27.

The Court Clerk Training Institute provides formal classroom training for courtroom and legal process clerks serving throughout the state. In addition to learning in the classroom, participants are encouraged to “cross-train” and exchange local court practices throughout the week. To ensure the integrity of the learning environment, all courses are limited to 30 participants.

The *CCTI Participant Application* form will be online at www.courtinfo.ca.gov/cjer/ by May 31, 2004, and the **deadline for applications is June 21, 2004**. Approved applicants will be notified no later than July 1, 2004.

STATE FUNDING FOR CERTAIN EDUCATION EXPENSES

CJER will pay Sheraton Gateway LAX Hotel directly for room-and-board packages for participants who attend the *entire program* in which they are enrolled.* This means that you will not need to pay lodging and group meal costs and seek reimbursement from your court. Participants will be individually responsible for incidental expenses. Lodging is not covered for attendees who live within 25 miles of the Sheraton Gateway LAX Hotel.

**Please note:* “Attending the entire program” means arriving before the program begins and staying until the program officially ends. Those who do not attend an entire program will remain individually responsible for their own lodging and group meal expenses.

CANCELLATION

If you are unable to attend the Court Clerk Training Institute, please cancel in writing by Monday, August 9, 2004. Fax your cancellation to 415-865-4335, attention Russ Mathieson. Because room and board costs are guaranteed by CJER, you may be charged for them if you cancel after August 9 or fail to complete the entire course. This charge is approximately \$660 per week for resident learners or \$220 per week for nonresident learners.

ACCESSIBILITY

The Judicial Council of California supports the Americans With Disabilities Act, which promotes public accessibility for persons with disabilities. If you require special equipment or services, please contact Maggie Cimino, Program Manager, at 415-865-7801.

QUESTIONS?

Please call CJER staff:

Maggie Cimino, Program Manager, 415-865-7801

Russ Mathieson, CMP, Program Coordinator, 415-865-7750

THE APPLICATION DEADLINE IS JUNE 21, 2004.

COURSE DESCRIPTIONS AND FACULTY

WEEK 1 AUGUST 16–20, 2004

MONDAY, AUGUST 16

12:45 p.m.–1:30 p.m. Registration

1:30 p.m. Opening plenary session

2:00 p.m. Courses begin

FAMILY LAW COUNTER FILING PROCEDURES

(Maximum course size: 30)

Designed for clerks newly assigned to a family law department.

This course will present a basic overview of reviewing and processing documents related to family law, the Department of Child Support Services, adoption, and establishment of parental relationships. It will introduce participants to complaints, petitions, answers, responses, motions, orders to show cause, defaults, dismissals, judgments, writs, and abstracts. Through lecture, activities, written exercises, and resources, participants will become familiar with family law forms, caseflow, processes, and procedures. The curriculum is designed to enhance knowledge while emphasizing effective customer service skills that are essential when interacting with the public.

Topics:

- Processing family law and Department of Child Support Services documents
- Caseflow as it applies to contested versus uncontested cases

- Research on code sections that apply to family law processes
- Legal terminology in family law

Faculty:

Ms. Janet Davis, Superior Court of Amador County

Ms. Karen Houle, Superior Court of Kern County

CRIMINAL COURTROOM PROCEDURES—MISDEMEANORS AND FELONY COMPLAINT PROCESSING

(Maximum course size: 30)

Designed for *entry-level* courtroom clerks as well as courtroom clerks with little or no criminal courtroom experience. Court clerks who have worked in other criminal assignments before court unification may also benefit from the course.

This course will present an overview of traffic and criminal case processing, misdemeanor Vehicle Code violations, and courtroom procedures for misdemeanor and felony filings. The proceedings that will be covered are arraignments, pretrial hearings, misdemeanor jury trials, and felony preliminary hearings.

Topics:

- Minute order completion
- Time standards
- Warrants
- Dispositions/sentencing
- Sequence of events in hearings and trials
- Legal terminology
- Oaths
- Marking and receiving of exhibits

- Domestic violence programs
- Drug treatment programs
- DUI overview

Faculty:

Ms. Sylvia Sorondo, Superior Court of Fresno County

Ms. Doreen Styles, Superior Court of Orange County

FELONY CRIMINAL OFFICE PROCEDURES

(Maximum course size: 30)

Designed for courtroom and office employees responsible for the preparation of out-of-court documents that are required as a result of criminal court actions. Participants attending this course should have a minimum of two years' experience working with felony cases or have completed the Criminal Courtroom Procedures—Felony Criminal Processing course.

This course will concentrate on felony procedures and case dispositions. It will include a brief overview of the felony process, from arrest through conviction, with major emphasis on sentencing and postsentencing hearings. Using lecture, discussion, and course exercises, participants will learn about bail, bench warrants, and pretrial motions. In addition, the course will cover criminal mental health procedures, writs of habeas corpus, sexually violent

predators, California Rehabilitation Center commitments, postconviction hearings, and detailed instruction on the preparation of state prison abstracts.

(*Note:* This course will not cover courtroom trial procedures, minute order preparation, or death penalty cases. See Criminal Courtroom Procedures—Felony Criminal Processing.)

Topics:

- Steps and time limitations in bail forfeitures and summary judgments
- Actions required by the clerk as a result of the court's rulings
- Criminal mental health laws and necessary referral documents
- Sentencing options and necessary documentation
- Prison abstracts for determinate and indeterminate sentences
- Relevant code sections

Faculty:

Ms. Yolanda Maldonado, Superior Court of Alameda County

Mr. Michael Ortiz, Superior Court of Los Angeles County

FRIDAY, AUGUST 20

12:00 noon

Week 1 institute adjourns

WEEK 2 AUGUST 23–27, 2004

MONDAY, AUGUST 23

12:45 p.m.–1:30 p.m. Registration

1:30 p.m. Opening plenary session

2:00 p.m. Courses begin

CRIMINAL COURTROOM PROCEDURES—FELONY CRIMINAL PROCESSING

(Maximum course size: 30)

Designed for persons with less than two years of courtroom experience.

This beginning-level course will introduce the felony criminal process, from the defendant's first appearance through postsentencing. Using lecture, written materials, and problem solving, the instructors will develop the participants' ability to define the stages of the felony criminal process, including relevant terminology and events. Participants will identify the proper requirements for constructing complete minute orders at various stages of felony criminal proceedings. Instruction on fines, fees, bail, jury selection, and recording exhibits will be included. The instructors will also review the death penalty process.

(*Note:* Instruction for the preparation of abstracts of judgment is covered in Felony Criminal Office Procedures, given during week 1 of the institute.)

Topics:

- Stages of felony criminal proceedings
- Preparing minute orders of felony criminal proceedings

- Organizing, recording, and properly storing exhibits

Faculty:

Ms. Marilyn Holcomb, Superior Court of Los Angeles County

Ms. Tracy Wellenkamp, Superior Court of Alameda County

CIVIL COUNTER FILING PROCEDURES

(Maximum course size: 30)

Designed for court employees with **one year or less** of experience in civil processing.

Through lecture, discussion, written materials, group participation, and exercises, participants will learn about general caseflow and procedures relating to small claims, general civil, and unlawful detainer cases. Civil harassment material and information will be provided and will be covered verbally if time permits. All participants will learn how to research code sections and cross-reference them with forms and procedures.

Topics:

- Caseflow from case initiation to postjudgment
- Who the parties are and how they relate to cases
- Code sections and how they apply to current assignments
- Purpose and time frames of individual documents

Faculty:

Ms. Donna Albert, Superior Court of Riverside County

Ms. Maggie Martinez, Superior Court of Riverside County

TRAFFIC COURTROOM AND OFFICE PROCEDURES—INFRINGEMENTS AND MISDEMEANORS

(Maximum course size: 30)

Designed for entry-level courtroom clerks, courtroom clerks with little or no traffic experience, and office staff—either entry-level office clerks, for an overview of traffic office procedures, or experienced office clerks, for an introduction to courtroom procedures.

This course will cover traffic infraction and misdemeanor case processing from the filing of a citation or complaint to jury and court trial. Courtroom procedures include arraignments, trials and sentencing, and minute order preparation. Additionally, we will cover office procedures up to filing of an appeal, including trial by declaration, filing legal documents, processing Vehicle Code section 41500 dismissals, customer service, reading DMV printouts, and more.

Topics:

- Minute orders for basic traffic hearings
- Sequence of events in hearings and trials
- Preparation of Judicial Council forms
- Sentencing options and necessary documentation
- Relevant code sections

Faculty:

Ms. Suzanne Schleder, Superior Court of San Joaquin County

Ms. Naomi Gaines, Superior Court of Riverside County

FRIDAY, AUGUST 27

12:00 noon

Institute adjourns

